

Berwyn Heights Boys and Girls Club

5700 Berwyn Road, Berwyn Heights, Maryland

www.bhbhc.org

Field/Site Use Application Form

Please identify the location you are requesting to be used

Check one – note separate requests must be submitted for each location:

- Pontiac Street/School Field Sports Park Baseball/Softball Field Sports Park Hockey Rink
 Sports Park Soccer Field

Date of Submission: _____

Name of Organization/User Group: _____

Address of Organization: _____

Name of Contact Individual: _____

Address of Contact person: _____

Applicant: Please provide a photo ID (driver's license preferred). Please note: IDs may be requested of all potential participants.

Telephone: Home: _____ Work: _____

Cell: _____ Email: _____

Are you a resident of Berwyn Heights Prince George's County Montgomery County

Purpose of Use: (describe in detail as to both the general purpose and the type of activities to be conducted. You may provide an accompanying sheet if desired.)

Expected Number of Participants: _____

Are you charging a fee? (If so, how much) _____

Certificate of Insurance: _____ Attached _____ Not Required

Date(s) & Hours Requested (Please be sure to completely describe the time length of your request both in terms of days, dates, and hours. Note that requests cannot extend beyond the season or time period established by the Club and new applications must be made for seasons beyond any time granted):

Please state the specific nature of your organization (e.g., school, religious group, service organization, governmental, other). In addition, please state the organization's relationship to the Berwyn Heights community.

Print Name

Signature

Date

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Dear User Group:

Usage of any facility is contingent upon numerous factors, including suitability of the activity to the welfare of the field/facility, town, region, and citizenry. In addition, parking, area space limitations, and public welfare are weighed into all requests.

- Application – Submitted to the President of the Berwyn Heights Boys and Girls Club 30 days prior to the event. This may be done either directly or through the Administration Office of the Town of Berwyn Heights, 5700 Berwyn Road, Berwyn Heights, MD 20740-2702.
- Form of Agreement for time designated by the Boys and Girls Club
- Scheduling – Club activities will not be postponed or cancelled to make facilities available to other groups. All group use shall be subject to Club scheduled activities and we reserve the right with proper notification to cancel activities in case of a conflict or emergency.
- Assurance – A group will furnish the Club, upon request, the following information:
 - A copy of the articles of incorporation, charter, by-laws, State and Federal Tax Exempt certificates and/or other documents indicating the legal status and purpose of the organization,
 - A statement of use for the location requested, and
 - Record of insurance coverage and other information as requested.
- Permittees are required to abide by all applicable Federal, State, County, and/or Town laws and regulations as well as all M-NCPPC Park Rules and Regulations.
- Inspection of the location used may be made after use to determine if damage to the facility has occurred. Groups and/or individuals will be required make proper compensation for any damages incurred from their use.
- Possession and/or consumption of alcoholic beverages is not permitted.
- Profanity, loud music, brawling, fighting, smoking, abusive, indecent, riotous, threatening, unbecoming or disrespectful behavior is not permitted and can result in loss of deposit
- Usage of the Sports Park Comfort station requires a special request and will be limited to usage of the restrooms. All user groups must properly clean the restrooms at the end of the event. Failure to do so will result in a financial penalty.
- Time limitation – in accordance to established times – usage by the group is not permitted beyond the time noted in the permit.
- Usage of facilities is granted only to qualified adults.
- Cancellation of the Activity must be made at least 72 hours prior to it at risk of forfeiture of fee, if applicable.
- All fees are to be paid by certified check or money order, made payable to the Berwyn Heights Boys and Girls Club or BHBGC.
- Please provide a photo ID (drivers license preferred) of applicant. Please note: IDs may be requested of all potential participants.

President

Berwyn Heights Boys and Girls Club

For Official Use Only Below this Line

Date of Receipt: _____

Quarter: January-March April-June July-September October-December

Time/Date Allotted:

Affiliate/Recreation M-NCPPC Organization

Affiliate Town Organization

Private or For Profit

Is a waiver of the fee requested Yes No
(Attach a copy of requestor's justification of fee waiver).

Fee Assessed: _____

(Attach copy of certified check or money order made payable to the Berwyn Heights Boys and Girls Club (BHBGC))

Certificate of Insurance: _____ Attached _____ Not Required